

April 19, 2002

TRANSFER OF VETERANS HEALTH ADMINISTRATION RECORDS TO THE VA RECORDS CENTER AND VAULT, NEOSHO, MISSOURI

1. PURPOSE: The purpose of this Veterans Health Administration (VHA) directive is to provide guidance for the retirement/transfer of VHA records from VA medical facilities to the Department of Veterans Affairs (VA) Records Center and Vault (RC&V) at Neosho, Missouri.

2. BACKGROUND

a. On October 1, 2000, the National Archives and Records Administration (NARA) began to charge Federal Agencies, including VA, for the storage of their records at NARA's regional records centers. Prior to October 1, Federal records were stored at NARA's regional records centers at no cost to agencies.

b. To reduce storage costs, VHA Central Office entered into an agreement with the Information Management Service (IMS) to store VHA records at the RC&V at a rate lower than NARA's rate. The RC&V provides records storage on a cost-reimbursable basis as part of the VA's Franchise Fund Program. At the time of the agreement, the RC&V was managed by IMS. Because of a change in program responsibility, the Austin Automation Center (AAC) is now managing the RC&V.

c. On March 18, 2002, NARA stopped receiving new accessions/transfers from VA medical facilities. On April 1, 2002, the RC&V began accepting VHA accessions/transfers for storage.

3. POLICY: It is VHA policy to retire/transfer records to the RC&V.

a. Effective April 1, 2002, medical facilities began to ship their records to the RC&V. NARA regional records centers are no longer accepting VHA records for storage. Shipping and postage costs to transfer records from medical facilities to the RC&V will be incurred by the transferring medical facility.

b. Beginning May 2002, VHA records (primarily medical records) that are currently stored at NARA's facilities will be relocated to the RC&V. VHA Headquarters will absorb funding for the transfer of records from NARA Regional Records Centers. The relocation project is expected to take approximately 2 years for completion.

c. In accordance with NARA regulations, Official Personnel Folders (OPF) and Employee Medical Folders (EMF) will continue to be transferred to the National Personnel Records Center (NPRC/Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118. Those records will be stored at the NPRC at no cost to VHA.

THIS VHA DIRECTIVE EXPIRES APRIL 30, 2007

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4. ACTION

a. For transfer of records from NARA centers to the RC&V, VHA Central Office, AAC, and NARA staffs will make all of the shipping arrangements. This includes:

- (1) Developing a plan to effectively transfer the records.
- (2) Apprising medical facilities of the schedule to move their records.
- (3) Posting the shipping schedule on VA's Websites at <http://vaww.aac.va.gov/vault/default.html>
- (4) Notifying medical facilities of the new location of their records at the RC&V.

b. For transfer of records from medical facilities to the RC&V, medical facilities are to:

(1) Follow the procedures contained in VA Handbook 6300.8, which is available on the Internet at <http://www.va.gov/publ/direc/irm/63008hb.html>. Those procedures are similar to NARA's procedures. However, VA Form 0244, Records Transmittal and Receipt (Attachment A), and VA Form 0244a, Records Transmittal and Receipt - Continuation (Attachment B), are to be used in place of Standard Form (SF) 135, Records Transmittal and Receipt, and SF 135-A, Records Transmittal and Receipt (Continuation).

(2) VA Form 0244 is to be completed for all records transferred to the RC&V. This form will be used to document the physical transfer of all records to the RC&V and provides information that may be needed later if recalls are necessary. VA Form 0244a will be used if more space is required.

(3) Prior to shipping records, the facility's records officer or designee is to submit VA Form 0244, Records Transmittal and Receipt, and if necessary VA Form 0244a, Records Transmittal and Receipt (Continuation), via fax to the RC&V. The RC&V will assign an accession number and the VA Form 0244 will be faxed back to the transferring medical facility. The transferring medical facility must attach a copy of the VA Form 0244 to the shipment of records. After receipt of the records at the RC&V, the copy will be date stamped and signed by a RC&V official and returned to the transferring medical facility.

c. For recall of records during the relocation period, medical facilities are to return their recalled records to the accessioning NARA records center until their accessions are shipped to the RC&V.

(1) VA Form 0245, VA RC&V Reference Request (Attachment C), is to be used to request records or record information from the RC&V. Recall requests are to be directed to the RC&V.

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(2) Medical facilities are to review the shipping schedule weekly on VA's Websites at <http://vaww.va.gov/fund/vault/> to determine if the record box (accession number) is scheduled for shipping. If the box has been relocated or scheduled for shipment, the folder is to be transferred to the RC&V with the accessioning information so that the RC&V staff can refile the folder in the proper box after it has arrived at the facility. If the box is not scheduled, the folder is to be returned to the NARA Federal Records Center.

NOTE: VA Forms 0244, 0244a, and 0245 (attached) can be downloaded from <http://www.va.gov/forms/internal.htm>. Because the forms are in PDF format, it is necessary to download the Adobe Acrobat Reader in order to access them. The software is free and is available at the form's website.

5. REFERENCES

- a. VA Directive 6300, Records Information Management.
- b. VA Handbook 6300.1, Records Management Procedures.
- c. VA Handbook 6300.8, Procedures for Shipment of Records to the Department of Veterans Affairs (VA) Records Center & Vault in Neosho, MO.
- d. VA Records Center and Vault Transition Guide.

6. RESPONSIBLE OFFICE

a. The Forms, Directives, and Records Management Division (19E) is responsible for the contents of this directive. Questions regarding this policy are to be directed to Sherwin Lynch at 202-273-8312 or sherwin.c.lynch@mail.va.gov.

b. Questions concerning the operations at the RC&V are to be directed to:

- (1) David Kubacki
(512) 326-6408
(512) 326-6738 (fax)
email: david.kubacki@mail.va.gov
- 2) Dee Busenlehner
(512) 326-6014
(512) 326-6996 (fax)
email: dvac@mail.va.gov

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c. The RC&V staff can be contacted at:

Department of Veterans Affairs
Records Center and Vault
P. O. Box 141
Business Highway 60, North
11923 Lime Kiln Drive
Neosho, Missouri 64850
Telephone Number: (417) 451-2744
Fax Number: (417) 451-7317
E-mail: aacvarc&v@mail.va.gov

7. RESCISSION: VHA Directive 99-022 is rescinded. This VHA Directive expires April 30, 2007.

Robert H. Roswell, M.D.
Under Secretary for Health

Attachments

DISTRIBUTION: CO: E-mailed April 23, 2002
FLD: VISN, MA, DO, OC, OCRO - E-mailed April 23, 2002



RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS: Complete and send original and two copies of this form to the address shown in item 1 "TO". See specific instructions on reverse.

5. FROM (Enter the name and complete mailing address of the office that owns the records and the office shipping the records, if different.)

1. TO VA Records Center and Vault (RC & V)
P.O. Box 141
Business Highway 60 North
11923 Lime Kiln Drive
Neosho, MO 64850

2. TRANSFER AUTHORIZATION	TRANSFERRING FACILITY OFFICIAL (Signature and title)	DATE
3. POINT OF CONTACT	TRANSFERRING FACILITY LIAISON OFFICIAL (Name, office and telephone No.)	
4. RECORDS CENTER AND VAULT RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE
6. ACCESSION NUMBER		

7. CATEGORY OF RECORDS TRANSFERRED	8. PLANNED SHIPMENT DATE
<input type="checkbox"/> VITAL RECORDS	<input type="checkbox"/> OTHER RECORDS

9a. TYPE AND VOLUME OF RECORDS			
9b. MICROFILM VOLUME (No. of Reels)	9c. MICROFICHE VOLUME (No. of microfiche)	9d. TAPE VOLUME (No. of Tapes)	9e. PAPER VOLUME (Cubic feet)
		9f. OTHER VOLUME (Specify below)	

10. RECORDS SCHEDULE AND ITEM NO.	11. RECORD TITLE/SERIES DESCRIPTION (Show inclusive dates of records)	12. RESTRICTIONS	13. DISPOSAL DATE	14. DATE RECORDS TO BE RETURNED (if applicable)

INSTRUCTIONS FOR COMPLETION OF VA FORM 0244 (TEST)

FOR COMPLETION BY THE TRANSFERRING FACILITY

Item 1. Self-explanatory.

Item 2. Signature and date of the Records Officer is required if the records are being transferred from a VA installation. If a non-VA office is transferring records, an authorized official as designated by the head of the agency must sign and date.

Item 3. Show the name and commercial telephone number, including area code, of the person to contact concerning the records.

Item 4. To be completed by the RC&V.

Item 5. Self-explanatory.

Item 6. A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the RC&V. The RC&V will assign this number upon receipt of the completed form.

Item 7. Place an "X" in the appropriate box to indicate the category of records to be transferred.

Item 8. Show the anticipated date the records will be sent to the RC&V.

Items 9b thru 9f. Show the type of records, in the medium shown, and the total volume of records being sent to the RC&V. (*A standard size box of paper records equals 1 cubic foot.*)

Item 10. Provide the appropriate Records Control Schedule or Vital Records Schedule and Item Number that authorizes the records to be stored and/or maintained at an offsite storage center. For other than vital records, cite the National Archives and Records Administration disposal job number if it has not been incorporated into an updated records control schedule.

Item 11. Describe the records as shown in the appropriate Records Control Schedule or Vital Records Schedule. Inclusive dates of the records will be shown. This item may also be used to briefly describe the contents of each box of records in the shipment; e.g., if there are a total of 10 boxes, show box 1 and list the first record in the box and the last record in box 1. This procedure may be used to identify files in all 10 boxes of the shipment.

Item 12. Enter one of the following codes to indicate whether the use of the records is restricted. Explain any special restrictions at the bottom of the form:

Code	Restrictions
Q	Security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use - witnessed disposal not required.
W	Restricted use - witnessed disposal required.
N	No restrictions

Item 13. Compute the disposal date by using the disposition instructions shown in the Records Control Schedule or Vital Records Schedule.

Item 14. Complete this item in instances where the records are to be maintained at the RC&V for a period of time and then returned to the retiring facility. For example, vital record tapes.

Use VA Form 0244a, Records Transmittal and Receipt, Continuation; when additional space is required for listing records information. Instructions for completion of VA Form 0244 (Test) apply.

RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)

TRANSFERRING FACILITY

PAGE

OF

PAGES

NOTE: This form is to continue listing of records data when space on VA Form 0244 (Test) is not adequate. Instructions for completion of VA Form 0244 (Test) apply.

10. RECORDS SCHEDULE AND ITEM NO.	11. RECORD TITLE/SERIES DESCRIPTION (Show inclusive dates of records)	12. RESTRICTIONS	13. DISPOSAL DATE	14. DATE RECORDS TO BE RETURNED (If applicable)



Department of Veterans Affairs

VA RECORDS CENTER AND VAULT (RC&V) REFERENCE REQUEST

NOTE: Use a separate form for each request.

TO VA Records Center and Vault (RC&V) P.O. Box 141 Business Highway 60 North 11923 Lime Kiln Drive Neosho, MO 64850	ACCESSION NO.	BOX NUMBER OF
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DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

REMARKS

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NATURE OF SERVICE

☐ FURNISH COPY OF RECORD(S) ONLY ☐ PERMANENT WITHDRAWAL ☐ TEMPORARY LOAN OF RECORD(S) ☐ REVIEW ☐ OTHER (Specify)

NAME OF REQUESTER	COMMERCIAL TELEPHONE NO. (Include Area Code)	DATE
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TRANSFERRING FACILITY OFFICIAL (Signature and title)	DATE
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NAME AND ADDRESS OF OFFICE/AGENCY (Include street address, building, room no. and ZIP Code)

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FOR USE BY RC&V

- ☐ RECORDS DESTROYED
- ☐ RECORDS NOT IN RC&V CUSTODY
- ☐ WRONG BOX NUMBER -- PLEASE RECHECK
- ☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED
- ☐ MISSING (Neither record(s) or information found in container(s) specified)
- ☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, office/agency and date):

REMARKS

DATE

SERVICE PERFORMED

TIME
REQUIREDSEARCHER'S
INITIALS